

# Jad El Dika

## Industrial Engineer

**Address:** Khaldah, Lebanon | **Phone:** +961 03613556

**Email:** [Jadeldika@gmail.com](mailto:Jadeldika@gmail.com) | **Nationality:** Lebanese

## Summary

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Results-driven **Industrial Engineering Graduate** retaining a strong foundation in process optimization, data analysis, and problem-solving. Proficient in optimizing manufacturing processes, improving efficiency, and implementing cost-saving measures. Demonstrated expertise in project management, lean manufacturing, and quality control. Adept at using data analysis and simulation tools to enhance operational performance. Effective leader who excels in fast-paced environments while maintaining composure and delivering outstanding results and performs well in a collaborative environment with coworkers, managers, and clients. Seeking to work in an environment that is conducive to my intellectual, professional, and personal growth, where I can contribute significantly to the growth of the team/organization with strong experience and expertise leading to success.

## Experience

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### Project Coordinator – 04/2025 to 12/2025

**Facilitate International, Lebanon**

- Support the coordination of project activities, including scheduling meetings, workshops, and training sessions.
- Assist in preparing project documentation, such as attendance sheets, reports, and presentation materials.
- Maintain communication with project partners, team members, and beneficiaries under supervision.
- Contribute to monitoring and evaluation by collecting data and updating project trackers.
- Learn and apply basic project management processes, including timelines, budgets, and reporting standards.
- Assist in logistical support for events, workshops, and community engagement activities.

### Outreach Officer – 02/2024 to 04/2024

**The Nawaya Network, Lebanon**

- Developed and executed outreach strategies to enhance program visibility.
- Coordinated and actively participated in community events to engage with the target audience.
- Fostered and maintained relationships with community members.
- Attended presentations and informational sessions that raise awareness about the program.
- Collected and analyzed feedback from community members to improve outreach efforts.

### Bartender – 2021 to 2023

**SAYF - Feb30, Lebanon**

- Prepared and served a wide variety of alcoholic and non-alcoholic beverages.
- Delivered exceptional customer service offering a positive and welcoming bar environment.
- Gained in-depth knowledge of cocktails, liquors, beers, and wines and utilized it to recommend drinks that matched customer preferences.
- Managed bar inventory to make sure timely restocking and minimizing waste.
- Trained new staff members on bar operations and customer service best practices.

## Internships

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### Technical Intern – 07/2024 to 09/2024

**ZEENNI STEEL INDUSTRY, Lebanon**

- Assisted in the disassembly, cleaning, and reassembly of steel production equipment.
- Maintained and organized spare parts inventory for an efficient retrieval for repairs.
- Researched and analyzed parts compatibility for refurbishment projects.
- Supported troubleshooting issues of mechanical issues in steel manufacturing machinery.
- Prepared an internship report and presentation on the internship experience and key learnings

**Technical Intern – 06/2023 to 08/2023**

**Jallad & Sons, Lebanon**

- Assisted senior technicians with disassembly, cleaning, and reassembly of various construction vehicles.
- Maintained and organized spare parts inventory for an efficient retrieval for repairs.
- Researched and analyzed parts compatibility for refurbishment projects.
- Supported diagnostic testing and troubleshooting of mechanical issues.
- Prepared an internship report and presentation on the internship experience and key learnings.

## Education

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**Bachelor's degree of Industrial Engineering – 2024**

**Lebanese International University**, Beirut, Lebanon

**Lebanese Baccalaureate degree in Life Sciences – 2016**

**Doha High school**, Lebanon

## Skills & Expertise

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• Leadership	• Simulation Software (e.g., Arena, Simul8)	• Communication Skills
• Team player	• ERP Systems (e.g., SAP, Oracle)	• Microsoft Office Pack
• Project Management	• Arena	• Time Management
• Problem Solving & Critical Thinking	• Catia	• Data entry
• Data Analysis	• Customer service	• Decision Making
• Process Optimization	• CAD Software (e.g., AutoCAD)	• Self-Motivated
• Lean Manufacturing		• Adaptability
• Six Sigma		• Market Research
• Quality Control		• Supply Chain Management

## Languages

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**Arabic:** Native Language | **English:** Fluent – Spoken and written